

# Science Instructional Support Center (8-208)

## Operating Hours-Email

M-F 8:00 am - 5:00 pm

Phone: 909.869.3431/5362

[sci\\_isc@csupomona.edu](mailto:sci_isc@csupomona.edu)

## Staff

Sharon E. Cruise, ISAll - x5362 [secruise@csupomona.edu](mailto:secruise@csupomona.edu)

## Services

- Assist Faculty with Classroom Materials
- Assist Faculty with Blackboard
- Assist Faculty with Software
- Maintain Electronic Data on College Web Site
- Same Day Print Service (ODW/GCS)
- Electronically Create: Exams, Syllabi, handouts, lab manuals, letters, memos, course project proposals, research proposals and reports, grant proposals, manuscripts and articles being submitted for publication in professional journals and other types of publications as well as scanning projects.

## Software Supported

Microsoft Access-Word-Visio-Excel-PowerPoint-Publisher, Outlook, Print Shop, Adobe Photoshop, Dreamweaver/Flash, Corel Draw, Math Type/Equation Editor, Blackboard, Oce Doc Works Print Driver, ChemDraw/Office Suite, Avery, PPT Minimizer/Optimizer, Nikon/HP Scan.

## Policies

**Graphics/Quick Print** Graphics has a 6-7 day turnaround (10 days at beginning of quarter). Quick Print can make 2000 copies per day per individual with faster turnarounds. ODW (Oce Dock Works (Quick Print), driver, which is normally same day print service).

**Same Day Print Service** Send material to ISC via e-mail attachment. The ISC Work Order (WO) is on the College Website under Departments. Fill the Work Order out and attach to your e-mail with the requested item to be printed, then e-mail the requested work with the WO to the [sci\\_isc@csupomona.edu](mailto:sci_isc@csupomona.edu) email address. ISC will e-mail this to Graphic Communication Services (GCS). The request is the same cost as Quick Print 3.5cents/copy for one-sided and 2.5cents copy double sided.

**Lab Manual/Supplements** Give Material to ISC to process. ISC sends typed materials to GCS, who sets it up with the Bronco Bookstore to be sold to the students after printing.

***Please remember that printing copyrighted material requires a release form to be filled out and sent to Graphics with the order.***

## Pickup and delivery

The ISC does not have pick-up/delivery services from Mail Distribution. The ISC will deliver all work to GCS printing and pick up all work. Therefore, please have your requests for print (graphics and quick-print) in the ISC by 9:00 a.m. and pick up is no later than 4:30 p.m.) If you can not pick up by 4:30 p.m., please e-mail with instructions to [sci\\_isc@csupomona.edu](mailto:sci_isc@csupomona.edu).